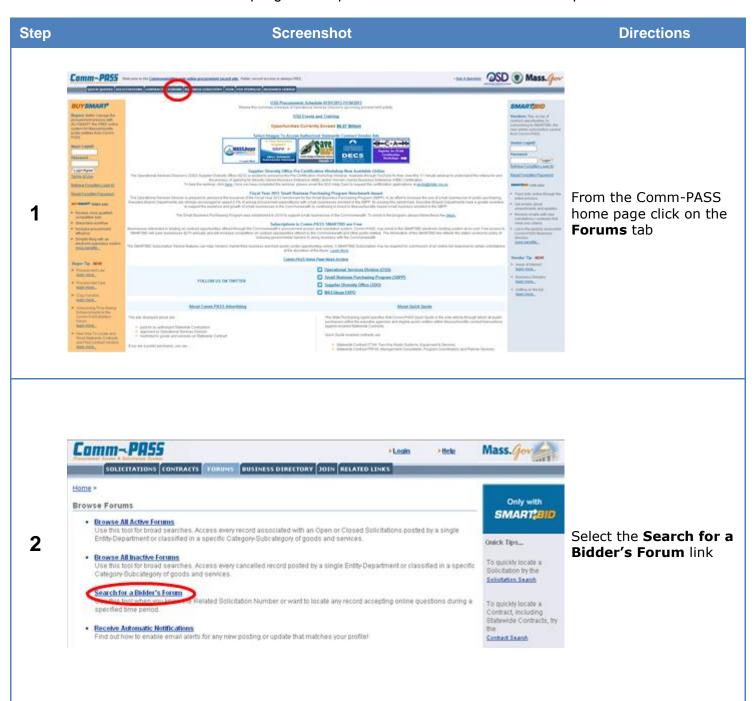


Job Aid:

How to Locate a Forum

Please Note: This Job Aid provides directions for finding an online Forum, which is the Operational Services Division's exclusive vehicle for accepting written questions associated with Statewide procurements.





Job Aid:

How to Locate a Forum

Step	Screenshot	Directions
	Search for a Bidder's Forum	The Search for a Bidder's Forum page allows you to enter specific criteria to refine your search. You can enter as little or as much criteria as you would like, including: • Keywords • Referenced Solicitation Number • Document Status – This allows you three options, by leaving this blank your search results will be generated with active and inactive solicitations, or you can select active or inactive from the drop down list. It is recommended that you select Active when conducting a search for an open forum. • Department • Comm-PASS
	Search for a Bidder's Forum	
	Search by Keyword	
	Keywords: The keyword search is not case sensitive and searches only on entered characters. The keyword search does not conduct partial word searches and does not recognize an asterisk (*) as a "wildcard" command.	
	"AND" Search by Specific Criteria	
3	Referenced Solicitation Number: Document Status: Department: Select Department Comm-PASS Category: Select Subcategory Search	
	UMPU Count by Data Dances	
	Open Date: Open D	
'		Category
		Date Range
		Once you have completed any/all criteria, click on any of the Search buttons.



Job Aid:

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